

District 06-01	1/3/2012	Department of General Services	·	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	<u>51469-2210</u>	
Montgomery County - Rockville County		P.O. Box 275	Forward three (3) copie	
		Jessup, Maryland 20794-0275	to address at left.	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal EXPUNGED CASES	2219	Sec IV 2 d.e.	2008	75		
	BAR GROBE CROES	,					
				·			
				·			
	Closed in 2008 .						

Closed in	2008						1	
Destruction Ap	proved by Maryland State Archives				Destru	ction Certi	fication	
1/18/2012 Date	Horrischer Grenfen State Archivist	Signat	ure of Court	Official		Title		Date
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DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 06-01	1/3/2012
Court	Date
Montgomery Count	y - Rockville
County	

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant	2219	Sect II Item 2	2008	20		
	NON-MONEY JUDGMENTS						
	Closed in 2008						

Destruction App	proved by Maryland State Archives		Destruction Certification	
1/18/2012 Date	Horris January State Archivist	Signature of Court Official	Title	Date
		Signature of Court Official	TRIE	Date

District 06-01	1/3/2012
Court	Date
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Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)

7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 5469-2210

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal	2219	Sec IV 2. a.b.c	2008	150		
	RETAIN DOCKETS PERMANENTLY						
	Closed in 2008						*

Destruction Ap	proved by Maryland State Archives		Destruction Certificat	ion
1/18/20 7 Date	found of openfun			
Date	State Archivist	Signature of Court Official	Title	Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Traffic Cases Red Light Citations RETAIN DOCKETS PERMANENTLY -	2219	Sec IV 2. a.b.c	2008	50		
<u></u>	Closed in 2008					II.	*,

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1/18/2012 Date	Efert Jacobson State Archivist	Signature of Court Official	Title	Date

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District 06-01	1/3/2012	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	S1469-2210
Montgomery Count	y - Rockville	P.O. Box 275	Forward three (3) copies
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		. Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Municipal Infractions Civil Citations Natural Resources Retain Dockets Permanently	2219	Sec IV 2. a.b.c	2008	50		
	Closed in 2008						

	•							
	Closed in 2008							
Destruction Approved by Maryland State Archives Destruction Certification								
1/18/		Signature	of Court Of	ficial	Title		Date	
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District 06-02	1/3/2012	Department of General Services	
Court	Date	Records Management Division	51469-2210
Montgomery County	y - Silver Spring	7275 Waterloo Road (Rte. 175) P.O. Box 275	Forward three (3) copie
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Municipal Infractions Civil Citations Natural Resources Parking Citations Camera Speed/Red Light Citations RETAIN DOCKETS PERMANENTLY	2219	IV 2 a,b,c	1/1/2008 thru 12/31/2008			
	Closed in 2008						٠,

Closed in 2008							·.
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Date State Archivist	mfin	Signature o	of Court C	Official	Title		Date
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District 06-01/06-02	1/3/2012
Court	Date
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County	

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sec II	2008	1		
	Electronic Recording						
	RETAIN FEBRUARY 4-8, 2008 PERMANENTLY.	÷		`			
	,						
	Closed in 2008						~ .

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1/18/2012 Date	Lower Company State Archivist	Signature of Court Official	Title	Date

District 06-01/06-02	1/3/2012
Court	Date
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal	2219	Sec IV	2008	1		
	Electronic Recording		a.b.				
	RETAIN FEBRUARY 4-8, 2008 PERMANENTLY.	, ·					·
					!		
	Closed in 2008						·•,

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B ate	State Archivist	Signature of Court Official	Title	Date

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Court	Date
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		Authoriz	ation		- 11.1		
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Personnel Records	2219	Sec. I	1/1/2006 thru 12/31/2006	1		
	Closed_in						

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V18/2012 Date	State Archivist	Signature of Court Official	Title	Date		

District 06-01	1/3/2012
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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative General correspondence, reports, miscellaneous papers, batched non-est, batched Central PC reports, supervisory and management reports that require data sampling, materials relating to policy, administrative orders or history of court.	2219	Sec I 1. b, c, d	2008	80		
	Closed in 2008						·.

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Destruction Ap	proved by Maryland State Archives		Destruction Certifica	tion
1/18/2012 Date	Lower agenting State Archivist			
Date	State Archivist	Signature of Court Official	Title	Date

District 06-02	1/3/2012
Court	Date
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County	

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Reports, correspondence, miscellaneous papers, batched Central PC reports, supervisory and management reports that require data sampling, materials relating to policy, administrative correspondence/orders or history of court.	2219	Sec. I 1. b,c,d	1/1/2008 thru 12/31/2008	10		
	Closed in 2008	<u></u>					

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1/18/2012 Date	Herry Joseph State Archivist	Signature of Court Official	Title	Date

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No. Description of Records (Same Title as listed on Schedule) Retention Schedule No. Item No. Inclusive Dates of Records Destroyed Fiscal/Accounting Cash register daily work/reports, receipts, budget reports, cancelled checks, stubs, journals, invoices, trial balance sheets, purchase orders/requisitions, check registers, inventories, fixed asset reports, supply reports, purchase orders, contracts, requisitions, Corporate credit card logs.			Authoriz	zation			
Cash register daily work/reports, receipts, budget reports, cancelled checks, stubs, journals, invoices, trial balance sheets, purchase orders/requisitions, check registers, inventories, fixed asset reports, supply reports, purchase	No.	Description of Records (Same Title as listed on Schedule)		Item No.	I .		
Closed in 2008		Cash register daily work/reports, receipts, budget reports, cancelled checks, stubs, journals, invoices, trial balance sheets, purchase orders/requisitions, check registers, inventories, fixed asset reports, supply reports, purchase orders, contracts, requisitions, Corporate credit card logs.	2219	1.c 2.	2008	120	

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Date	State Archivist	Signature of Court Official	Title	Date

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Batched Non-Est Returns	2219	Sec. VI 2	1/1/2008 thru 12/31/2008	70		
		*					
	Closed in <u>2008</u>						`•,

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1/18/2012 Date	Les Longing State Archivist	Signature of Court Official	Title	Date

District 06-01	1/3/2012
Court	Date
Montgomery County	y - Rockville
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sec II	2008	120		
	(Dismissed or Satisfied)						
	RETAIN DOCKETS PERMANENTLY	,					
	Closed in 2008						

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1/18/2012 Date	House Jacoper State Archivist	Signature of Court Official	Title	Date